

School District of Rhinelander
Board of Education

Operations and Strategic Planning Committee
Monday, May 14, 2018

Meeting Notes

The meeting of the Operations and Strategic Planning Committee was called to order at 5:00 p.m. on Monday, May 14, 2018.

The Pledge of Allegiance was led by David Holperin, Committee member.

Committee Members Present: David Holperin, Benjamin Roskoskey, and Mike Roberts
Committee Members Absent: None

Also present were School Board President Ronald Counter, Superintendent Kelli Jacobi, Jamie Taylor of the Northwoods River News, and Eileen Persike of the North Star Journal.

Comments/Report by the Chairperson and/or Superintendent/Administration
No comments/reports

Citizens/Delegations
No citizens/delegations wished to address the Committee.

Committee Meeting Minutes
The Minutes of the April 9, 2018 Committee meeting were accepted.

Discussion and/or Action Topics

Budget Status Report

Marta Kwiatkowski, Director of Business Services, reviewed the January and February 2018 Budget Status Reports with the Committee and informed the Committee that the first and second tax receipts have been received. The third payments will be received in August.

Student Travel and Fundraising Request

The Committee recommended Board approval of a request for the Social Studies Department New Cultural Experiences Program (NCEP) students to travel to France during Spring Break 2020 and to be allowed to hold fund-raising activities to help defer the travel costs. All of the plans for the trip to France have not yet been completed, but the itinerary may include travel to such locations as Paris, the Loire Valley, St. Malo, and Rouen. Potential cultural connections include: A Guinguette "Dine and Dance" activity, bike riding through Versailles, visits to the D-Day beaches at Normandy, the Arromanches 360 degree theater presentation pertaining to the last weeks of World War II, a visit to the Louvre Museum, a patanque lesson (a lawn game), a sketching lesson in Montmartre, and an evening of French theater with English subtitles.

Revised Bylaw and Policy and New Policy

The following revised bylaw and revised policy as well as a new policy were recommended for approval:

Revised Bylaw 0123, Philosophy of the Board

The word "non-partisan" has been added to paragraph 3, letter C of Bylaw 0123, Philosophy of the Board, to indicate that the school board declares and reaffirms its intent to act as a truly *non-partisan* representative body for citizens in all matters related to programs and operations. On occasion, a school board member may state his/her own personal opinion or make a negative comment pertaining to a specific matter. Adding "non-partisan" to the wording in this bylaw indicates that such a comment or negative statement is that of one school board member and not the opinion of the school board as a whole.

Revised Policy 5113.01 Course Options

Policy 5113.01, Course Options, has been renamed as "Part-Time Open Enrollment" and revised to reflect recent legislation which changed the course options program back to part-time open enrollment. Although the part-time open enrollment process does not become effective until July 1st, it is being brought to you for consideration in May in the event

the Committee does not meet in June. The policy revisions have been recommended by NEOLA, the District's policy consulting firm and, if approved, will be able to be posted on the District's website prior to the July 1st effective date.

New Alternative Education Program Policy

The Alternative Education Program policy is a new policy as recommended by administration and developed pursuant to Wis. Stats. 118.15. This policy helps to provide students, parents, and the community with the assurance that the District is sincere in its efforts to offer educational opportunities to all students so they can successfully meet the District's academic goals and/or graduation requirements. This District-developed policy will be sent to NEOLA for inclusion in its records of our District policies.

Purchase of Laptops

The Administration recommended the purchase 60 new laptops (HP ProBook 450 G5 15.6") for distribution to teaching staff at Crescent, Pelican, and Central schools. The new laptops will replace those that are outdated. A 'Request for Proposal' to obtain quotes for the laptops was sent to the several vendors with the District receiving the following proposals:

- Heartland Business Systems \$45,735.00
- PDS \$37,140.00

The proposal from PDS at a cost of \$37,140.00 was recommended for school board acceptance with funding for this purchase to come from the Technology Dept. budget.

2018-2019 Liability and Workers Compensation Insurance

In April, the District requested proposals from insurance carriers for quotes on the District's liability and workers compensation coverage for the 2018-19 school year. The objective of receiving proposals is to identify those providers that can offer the highest quality service at the lowest cost to our district, and provide the best coverage to meet our specific insurance needs. The District only received a complete proposal from M3 for a total cost of \$207,606.66. This cost included an increase to the Cyber Liability insurance due to the increase in cyber incidences.

The District has had M3 as its workers compensation and liability carrier for several years with satisfactory results and a very good working relationship. The Committee recommended full school board approval of the proposal from M3

Purchase of Regular Vehicle Fuel during 2018-19

Fourteen (14) local gas stations were contacted for quotes on a discount for the District's purchase of regular vehicle fuel for the 2018-19 school year. Staff members and volunteers approved to drive district-owned vehicles stop at the approved local station(s) to fuel the vehicles when using them for transporting students, small groups attending events outside of the District, and for fueling vehicles used for maintenance purposes. Three small buses owned by Bowen's Bus Services are also fueled at the approved site(s).

The District received quotes from the following stations:

Holiday Stationstore
11 cents per gallon discount

Gillespie Convenience & Fuel (Hodag Mobile/Menards)
14 cents per gallon discount — will not share the District's business with other local stations

Lincoln Fuel LLC (Hodag BP)
14 cents per gallon discount

Kwik Trip (Two locations in Rhinelander and over 600 location in Wisconsin, Minnesota and Iowa)
12 cents per gallon discount

The proposals from Lincoln Fuel LLC (Hodag BP) and Kwik Trip were recommended for school board acceptance. Both vendors are convenient for drivers locally, and the discount from Kwik Trip is available at all of its 600+ locations.

Purchase of Diesel Fuel during 2018-19

A 'Request for Proposal' was also sent to several area distributors for quotes on the purchase of diesel fuel for the 2018-2019 school year. Quotes were received from the following, with a proposed mark-up per gallon over the confirmed OPIS (Oil Price Information Service) prices on the day of delivery:

- Richie Lakeland Oil & Propane 12 cents per gallon
- Draeger Oil Co., Inc. 16 cents per gallon

The Committee recommended school board acceptance of the proposal from Ritchie Lakeland Oil & Propane.

Summer School Fee to Non-Resident Students

The District welcomes non-resident students to its summer school program. Non-resident students may be those students who visit the area for the summer months or who live in a district outside of the District's boundary areas. The definition of non-resident students for the summer school program does not include those students who have been approved for open enrollment into the District through the state's annual open enrollment process.

With the enrollment of these additional students, there is an increase cost to the District. The Department of Public Instruction has a formula to calculate non-resident summer school fees, and families could be charged as much as \$500 per student. However, the Administration proposed that a fee of \$100 would be a fair charge to cover the necessary expenses. The District is allowed to deny enrollment to non-resident students if there is not adequate space in a program or it is unable to meet a student's needs.

The Operations and Strategic Planning Committee recommended Board approval of the proposal to charge a \$100 fee to the non-resident summer school students.

2018-19 Full Time Open Enrollment Applications

The Committee was provided information relating to the 2018-19 open enrollment applications. Parents were required to submit applications from February 5th through April 30th. Non-resident school districts are required to inform the parents and the resident districts of the approved or denied open enrollment applications no later than June 8th.

Information provided to the Committee included the total number of students actively open enrolled into and out of our school district during the current school year, as well as the number of new applications for the 2018-19 school year. The Committee recommended school board approval of the applications submitted and recommended that Superintendent Jacobi be authorized to deny any non-resident applications that she finds appropriate after review of student records that are received from the school districts that the students are currently attending.

Electronic Record-Keeping

Pursuant to the Wisconsin records retention law, school districts must retain some records for several years or indefinitely, depending on the type of document. With records now being kept electronically, it is necessary for school boards to officially approve electronic record-keeping as an official "record book". Although some records may be kept for short periods of time in paper format, documents that need to be maintained over several years or indefinitely will be kept electronically for our records management.

The Committee recommended full school board approval of this proposal.

Adjournment

The meeting adjourned at 5:25 p.m.